

4 October 1994

## **SUPPORT OVERHEAD ELEMENT**

**1. Mission Statement.** The Support Overhead Element provides management and administration for the Support Flight.

**2. Core Composition.** This section was developed for the Support Flight Overhead Element to support an objective wing having a population of 3,055 authorizations.

2.1. Core Element Manpower Required. 2

2.2. Core Range. 1 - 3

2.3. Programming Factor. Authorized Population in the Support Flight.

### **3. Standard Data:**

3.1. Classification. Type III

3.2. Approval Date. 1 March 1993

3.3. Man-hour Data Source. Workshop.

3.4. Man-hour Equation.

3.4.1. Chief of Support Flight.

$$Y = 45.96X.3385$$

3.4.2. Administration.  $Y = 55.40 + 1.201X$

3.5. Workload Factors:

3.5.1. Title. Authorized Population in Support Flight.

3.5.2. Definition. Total authorized manpower in the Support Flight less the Support Overhead Element.

3.5.4. Source. The Unit Manpower Document (UMD).

3.6. Study Team:

3.6.1. Lead Technician. Mr William L. Carmack, AFCOMMET/MOMM

3.6.2. Functional Representative. CMSgt Barry Mackey, HQ AFCC/SY

3.6.3. Program Manager. MSgt Dennis Deas, HQ AFMEA/MEMS

**4. Application Instructions.**

- 4.1. Equation 1. Apply all manpower element standards for the Support Flight. Sum the required manpower and use this as the WLF value to solve the equation.
- 4.2. Equation 2. Apply all manpower element standards for the Support Flight. Sum the required manpower and use this as the WLF value to solve the equation.
- 4.3. Sum the results of equations 1 and 2. Divide the computed man-hours by the appropriate Man-Hour Availability Factor (MAF) and overload factor. Use current rounding procedures to determine whole manpower requirements.
- 4.4. Refer to the Standard Manpower Table at Attachment 2 for skill and grade distribution of the whole manpower requirement.

**5. Statement of Conditions.** This function has no environmental conditions that impact the work centers ability to perform work identified in the Element Description.

**6. Standard Manpower Table.** If the Support Flight population is 1-10, a SMSgt is earned; 11-20 a CMSgt is earned; 21 and over a Capt is earned.

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- 1. Element Description
- 2. Standard Manpower Table
- 3. Variances
- 4. Process Analysis Summary

**ELEMENT DESCRIPTION****SUPPORT OVERHEAD****1. PERSONNEL MANAGEMENT:****1.1. ADMINISTERS PERSONNEL:****1.1.1. INDOCTRINATES PERSONNEL.**

1.1.2. RATES PERFORMANCE. Prepares Evaluation. Indorses Evaluation.

1.1.3. MANAGES CIVILIAN PERSONNEL. Writes/Edits Position Description. Submits request for hire action.

Interviews applicant and makes selection.

**1.1.4. NOMINATES PERSONNEL FOR AWARD.**

1.1.5. MONITORS MANAGEMENT IMPROVEMENT PROGRAM. Assists subordinate in developing improvement suggestion. Processes suggestion received for evaluation.

**1.2. REVIEWS INCOMING DISTRIBUTION.****1.3. REVIEWS OUTGOING DISTRIBUTION.****1.4. REVIEWS REPORT AND STATISTICAL DATA.****1.5. DEVELOPS BUDGET ESTIMATE.****1.6. INSPECTS FACILITY.****1.7. INVESTIGATES MISHAP OR INCIDENT.****1.8. RECEIVES AND ASSISTS VISITING OFFICIAL.****1.9. PLANS WORK CENTER ACTIVITY.****1.9.1. PREPARES PLAN.****1.9.2. DEVELOPS/REVIEWS DIRECTIVE.****1.10. DIRECTS WORK CENTER ACTIVITY.****1.10.1. MONITORS WORK IN PROGRESS.**

1.10.2. COORDINATES WITH DIVISION, BRANCH, SECTION, WORK CENTER, OR OTHER UNIT OR AGENCY ON PERSONNEL STATUS.

1.10.3. INFORMS BRANCH, SECTION, AND/OR WORK CENTER PERSONNEL ON CHANGE AFFECTING INDIVIDUAL OR SYSTEM ACTIVITY.

**1.10.4. PREPARES ROUTINE CORRESPONDENCE.****1.10.5. COUNSELS PERSONNEL.****1.11. COORDINATES WITH OUTSIDE AGENCY.****1.12. PREPARES FOR MEETING.****1.13. CONDUCTS OR ATTENDS MEETING.****2. ADMINISTRATION:**

2.1. TYPES COMMUNICATION. Types letter, message, report, Airman Evaluation, Officer Evaluation, Civilian Evaluation, indorsement to evaluation, statistical data. Types plan, schedule, or roster.

**2.2. PROCESSES UNCLASSIFIED DISTRIBUTION.****2.2.1. PROCESSES INCOMING DISTRIBUTION.****2.2.2. PROCESSES OUTGOING DISTRIBUTION.****2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE.****2.3.1. ESTABLISHES FILE.****2.3.2. FILES CORRESPONDENCE.****2.3.3. MAINTAINS SUSPENSE FILE.****2.3.4. DISPOSES OF RECORD.****2.3.5. MAINTAINS LOG AND REGISTER.****2.3.6. MAINTAINS SECURITY FILE.****2.3.7. MAINTAINS PERSONNEL LOCATOR FILE.****2.4. MAINTAINS CLASSIFIED MATERIAL.****2.4.1. CONTROLS MATERIAL.****2.4.2. INVENTORIES MATERIAL.****2.4.3. SAFEGUARDS MATERIAL.**

- 2.4.4. DESTROYS MATERIAL.
- 2.5. MAINTAINS UNCLASSIFIED PUBLICATION FILE.
  - 2.5.1. OBTAINS ADMINISTRATIVE PUBLICATION.
  - 2.5.2. MAINTAINS INDEX.
  - 2.5.3. MAINTAINS PUBLICATION.
- 2.6. OPERATES COPYING MACHINE.
  - 2.6.1. OPERATES MACHINE.
  - 2.6.2. COLLATES COPIES.
- 2.7. MAINTAINS STOCK OF BLANK FORMS.
- 2.8. MAINTAINS STATUS CHART OR BULLETIN BOARD.
- 2.9. MAINTAINS TIME AND ATTENDANCE CARD.
- 2.10. PROVIDES STENOGRAPHIC SERVICE.
  - 2.10.1. TAKES DICTATION.
  - 2.10.2. TAKES MINUTES.
  - 2.10.3. TRANSCRIBES NOTES AND RECORDINGS.
- 2.11. MAINTAINS APPOINTMENT RECORD.
- 2.12. ACKNOWLEDGES VISITOR.



**VARIANCES****Support Overhead Element**

Title. Positive Mission Variance For Job Control.

Definition. Provides for Job Control duties performed at locations not currently authorized a Job Control function.

Impact. +1 per location

Applicability. Charleston AFB SC, Dover AFB DE, Cannon AFB NM, Davis Monthan AFB AZ, Moody AFB GA, Pope AFB NC.

**SUPPORT FLIGHT OVERHEAD**

	<b>MAN-HOURS</b>	<b>FRACTIONAL MANPOWER</b>
SUPPORT FLIGHT MANAGEMENT	122.26	.761
SUPPORT FLIGHT ADMINISTRATION	77.01	.479
<b>ELEMENT TOTAL FRACTIONAL MANPOWER</b>		1.24